



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE K. STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: April 22, 2005

REVISED

CLASSIFICATION: **SUPERVISING COUNSEL, LEGAL PROGRAMS**
1 Position – Sacramento or San Francisco

FINAL FILING DATE: **UNTIL FILLED**

SALARY: \$8024 - \$9024 per month

POSITION LOCATION: Enforcement Division
1515 K Street, Sacramento, or
71 Stevenson Street, San Francisco

DUTIES AND RESPONSIBILITIES – Supervise the work of legal and support personnel in the Enforcement Division in the Sacramento/San Francisco offices engaged in assuring compliance with the various laws and regulations under the jurisdiction of the Department; formulates legal policies and represents the Department in judicial and administrative proceedings; participates as a member of top management in the development of department policy and programs.

DESIRABLE QUALIFICATIONS

- ◆ Litigation background.
- ◆ Business law background.
- ◆ Ability to work cooperatively and deal effectively with others.
- ◆ Excellent written and verbal communication skills.
- ◆ Well-developed organizational skills.
- ◆ Ability to handle a large and varied caseload.
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.
- ◆ Ability to use personal computers, including MS Word and Excel.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE SUPERVISING COUNSEL, LEGAL PROGRAMS LEVEL, THOSE WITHIN TRANSFER RANGE OR HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS AT THE SUPERVISING COUNSEL, LEGAL PROGRAMS LEVEL ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Alan Weinger at (213) 576-6205 or CALNET 8-649-6205. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA# ELS-05-00003** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#ELS-05-00003)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #ELS-05-00003 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

